



Redeployment REFERENCE SHEET

RANKING CATEGORIES

Bargaining Unit Jobs (USW):		Non-bargaining Unit Jobs (QUSA):	
1	Accommodations <i>(pursuant to the Ontario Human Rights Code)</i> (All groups – CUPE, ONA, OPSEU, QUSA, USW)	1	Accommodations <i>(pursuant to the Ontario Human Rights Code)</i> (All groups – CUPE, ONA, OPSEU, QUSA, USW)
2	Redeployment (USW jobs)	2	Redeployment (QUSA jobs)
3	Internal (USW member applying for USW job)	3	Internal (QUSA member)
4	External (QUSA member or never worked at Queen's)	4	External (USW member or never worked at Queen's)

REDEPLOYMENT APPLICATION & SELECTION PROCESS

Steps	Stage:	Process:	Comments:
1	Competition #2020-028 POSTED: June 1, 2020 Departmental Assistant in BIOL Salary Grade 7 Full-time Continuing 35 Hours per week Bargaining Unit job	HR posts the job competition for a minimum of 7 calendar days	<p>SCENARIO: John held a continuing appointment in PSYC, and has been served his Notice of Indefinite Layoff by HR. He has been a USW Member for over 5 years.</p> <p>Articles 18.29a-d apply</p> <p>John is in the Redeployment pool, and decides to apply for the position in BIOL</p> <p>John reviews the job description in detail, to ensure that he has properly outlined his <u>skills, qualifications, abilities, and relevant experience</u> on his cover letter and resume</p> <p>John remembers to indicate “REDEPLOYMENT APPLICANT” in both the <u>subject line and body of his email</u>, when he sends his application to HR</p>

			<p>John remembers to indicate “REDEPLOYMENT APPLICANT” in the <u>header of both his cover letter and resume</u>, to ensure that HR considers his priority status when applying</p> <p>John is ranked as #2 Redeployment under Bargaining Unit jobs</p> <p>John’s Steward for his Zone is assigned the duty of assisting and tracking John’s redeployment applications to ensure that the process is being followed</p>
2-5	Steps 2-5 from Scenario #1 now apply		<p>NOTE: John will be interviewed prior to the other applications being forwarded to BIOL (Article 18.29(b))</p>
6	Unsuccessful Candidate	<p>John doesn’t get the job and isn’t the successful candidate</p> <p>John exercises his rights under Article 18.13, and is informed that he didn’t get the job because he doesn’t have enough experience, <u>and</u> BIOL is going to review the applicants in the NEXT CATEGORY - #3 Internal (wrong)</p> <p>NOTE: IF John demonstrates the requisite skills, qualification, ability and relevant experience to perform the job, he WILL BE offered the position (Article 18.29c)</p> <p>NOTE: In this scenario, BIOL must clearly demonstrate why John cannot perform the duties of the job, <u>BEFORE</u> reviewing the applications submitted in the next category - #3 Internal</p>	<p>John should email his STEWARD IMMEDIATELY to alert her/him of this development</p> <p>When applying as a redeployment applicant, John ONLY NEEDS the requisite <u>skills, qualifications, ability and relevant experience</u> “AS SET OUT IN THE JOB POSTING”. John does not have to be the BEST or MOST QUALIFIED candidate (Article 18.29b)</p> <p>NOTE: The bar is set HIGHER when applying as a #3 Internal applicant, than if you are applying as a #2 Redeployment applicant. The reason is because #2 applicants are facing UNEMPLOYMENT, and #3 applicants currently hold a position at the University</p> <p>If John and his Steward determine that he has been unjustly denied this position, he should challenge this decision under Article 11 – Grievance Process IMMEDIATELY... and <i>before</i> the hiring Committee moves on to the next category of applicants and makes an offer</p>